



Parent Handbook

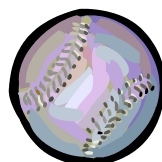
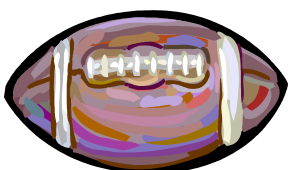
Summer Sports Camp

YMCA of Greater Twin Cities

<http://ymcamn.org>

<http://www.ymcadiscoversummer.org>

THE Y: WE'RE FOR YOUTH DEVELOPMENT, HEALTHY LIVING, AND SOCIAL RESPONSIBILITY



Welcome to Y Summer Sports Camp!

DAILY EXPECTATIONS

Participants will focus on developing skills relating to the sport that week. To enhance these skills, some weeks there will be a field trip, guest speaker, or scrimmages against other YMCA branches. **In order to keep our summer schedule buses will leave promptly at the designated times and will not wait** for late participants. Anyone missing the bus will not be provided alternative care. Parents will be responsible for bringing their child to the programming site if they arrive after the bus has left. If your child does not plan to attend for the day or is running late to the program for the day - please call the program director cell phone which will be provided via email or newsletter.

DO BRING (LABELED) Non-Perishable Lunch and 2 snacks, Swim suit and towel, Water Bottle, Tennis Shoes, Appropriate attire, spray Sunscreen (apply before program begins)

DO NOT BRING Cell phone/electronics, valuables/money, guns/weapons of any kind, alcohol/drugs, non-related games or cards.

Your youth/teen will be responsible and held accountable for their personal belongings. The Y will not take responsibility or be held liable for lost, stolen or damaged items.

CORE VALUES AND SAFETY

Person authorized to pick up your youth/teen must have photo ID daily.

The safety of all youth/teen in Y programs is of primary importance. Any authorized person who is picking up a child from the Y program must have proper **photo identification** available which may be checked by Y staff. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

You must inform the Y staff in advance, in writing, if someone OTHER THAN a parent/guardian or authorized person is to pick up your youth/teen. No phone authorizations will be accepted. In emergency situations, an exception may be made if the staffs are able to call back to a previously provided number on the emergency forms to verify that it was the parent/guardian that made the call. Anyone picking up a child must be on the emergency contact list. To add someone to the emergency contact list, you'll need to access your account online or contact the customer service center at 612-230-9622.

Behavior guidelines

All participants, team members and parents should be following the four core values of the Y: caring, honesty, respect and responsibility. Safety of youth/teens in our program is our highest priority. In addition to following the values, program rules are:

1. Follow directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Stay with the group

When a participant does not follow the behavior guidelines, we will take the following action steps:

1. Staff will redirect the participant to more appropriate behavior.
2. If inappropriate behavior continues, the participant will be reminded of behavior guidelines and rules and the participant will be asked to decide on action steps to correct his/her behavior.
3. Staff will document the situation, the inappropriate behavior and action taken. Parents will be notified.
4. If the situation is not resolved and inappropriate behavior continues, as a final action step, the participant may be dismissed from the program.

We reserve the right to bypass the above behavior steps at any time and remove a child from our care for reasons of safety.

Billing and Payment Information

Customer Service Center

The main responsibility of the Customer Service Center staff is to provide service to families with inquiries, registration, billing, statements, parent and child information and account updates. Please feel free to contact Customer Service with any questions. All registration issues/ concerns will be handled at the Customer Service Center. The Customer Service Center may be reached at the following address:

Customer Service Center
651 Nicollet Mall, Ste 500
Minneapolis, MN 55402
(P) 612 230 9622 (F) 612 223 6322
<https://ymcatwincities.custhelp.com/>

Registration and Sports Camp Payments

Registration forms must be completed in full for each child so that appropriate information is obtained. Online registration is available for the entire summer program and will expedite your child's registration process. Please visit the following web page to register:

http://www.ymcamn.org/child_care/summer_programs/

Changes to Registration

Any changes made to the original registration may be made as long as it is completed by Monday, one week **PRIOR** to the week of care. Changes made after that time will result in parents being charged the original registered week plus any additions.

If you want to add additional weeks after your original registration, it is best to make those changes online through "**My Childcare**" calendar link on your My Account home page. If you need assistance with your online account login information, please contact the Customer Service Center at 612-230-9622.

Please note: There will be no reduction of fees for days registered if your child does not attend program.

Late Payment and Return Fees

Your child may not be able to attend the program if payment has not been received the week before camp. **Payment is due by Monday the week before camp.**

There will be a \$10 per child, per week late fee assessed on the Saturday before care if full payment is not received either through the online system or in the Customer Service Center by due date. Credit card payments are pulled on Tuesdays, the week prior to camp.

Late Pick Up Fees

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per child for children in our care before or after program hours. Parents are held accountable for these additional fees. Late fees will be assessed on with the next tuition payment. Habitual lateness or abuse of this policy could result in expulsion from the program.

Non-Payment and Termination

If payment is not received by the due date, your child's attendance may be stopped and you will have full responsibility for all registered days. We reserve the right to terminate a child's participation in our programming at any time.

Billing Adjustments

Any billing adjustments to your fees outside of normal tuition fees will be done on a periodic basis throughout the summer. Adjustment fees include back billing for additional sessions, NSF or EFT Return fees, etc. and will be handled by the customer service center.

Multiple Party Payments

In cases where multiple parties are making payments for Y Summer Sports Camp, the Y is **not** responsible for determining which party has the financial responsibility for specific weeks. A multiple party agreement form must be completed and signed by both responsible parties prior to program start. Payments will be split by percentage only for each week of program. The Y will not bill by days attended. Billing will be completed based upon weekly program registration. Both parties must be set up on automatic billing through a valid credit/debit card. EFT authorization must be on file for both parties.

Personal Pricing Plan

The Y welcomes those who wish to participate and annually raise funds to help make the Personal Pricing Program possible. Personal Pricing applications must be submitted with registration forms and accompanying registration fees and/or deposits. Personal Pricing is supported in part by contributions from the Y Annual Campaign and other donors, and provides scholarships and subsidies for qualifying applicants within our available resources. Applications are available at each branch.

GENERAL PROGRAM INFORMATION

Parent/Guardian Code of Conduct

To ensure that Y Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Y Programs represented in a positive manner at all times. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

1. Parents/Guardians will conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect and responsibility.
2. Parents/Guardians must refrain from foul language at all times, while at a Y program location.
3. Parents/Guardians will not show or exhibit derogatory conduct toward any Y staff, participants, or other parents/guardians.
4. The use of drugs or alcohol at a Y location will be prohibited.
5. Parents/Guardians will not be allowed to take pictures/video of other participants or Y Programs.

Parent and Volunteer Participation

There are many opportunities for parents to volunteer within the program. Please see your Site Director/Coordinator for more details – volunteering will require prior planning and approval. Parent volunteers will not be allowed to supervise other youth/teen in the program unless they have completed the volunteer process.

Team Member Selection and Training

Staffs are selected based on their education and experience working with youth/teen in sports. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety for youth. Each staff member goes through an extensive hiring process including a criminal history background check, reference checks and an interview. Staff receive extensive training including training program areas, relating to children, health and safety skills and are First Aid and CPR certified. All staff is committed to being positive role models for participants.

Program Access

The Y is committed to the policy that all persons should have equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. The Y will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the Y if your youth/teen has any special needs requiring any accommodations.

Data Privacy

The Y complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with the Y team members.

Exclusion of Sick Youth/teen

For the health and safety of all youth/teen in our programs, please do not send your youth/teen to Y summer programs if they are ill. Please notify us if she/he will not be attending. Youth/teen are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever – If over 100 degrees under the arm, or accompanied by other symptoms such as behavioral change, diarrhea, undiagnosed rash or vomiting
- Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing
- Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)

- Vomiting
- Uncontrolled Diarrhea
- Mouth sores
- Rash- If cause of rash is not known
- Eye drainage
- Unusual skin color
- Bacterial infection (such as strep throat)
- Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)
- Head lice – presence of lice or lice eggs (“nits”)

Youth/teen must be free from these symptoms for at least 24 hours before returning to the Y and any contagious illness should be cleared by a doctor. Parents/Guardians must notify the Site Director/Coordinator if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the Y will notify other participants in writing, including cause and symptoms.

Administering Sunscreen and Medication

We ask the parents to put on sunscreen before they come to any of our summer programs as the participants will spend most of their time outside.

We will remind participants to put on sunscreen periodically throughout the day and will monitor them as they apply it. **Staff can only help administer spray sunscreen to a participant.**

Youth/teen are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- Name of medication and youth/teen’s name
- Date of original issue
- Directions for use
- Prescription number and expiration date
- Name and address of licensed pharmacy issuing the medication
- Physician’s name
- Dosage and duration

The Medication Permission form must be completed by the parent or guardian and on file at the Y before any medication is dispensed – including non-prescription. Please return the form to the Y before your first scheduled day or the start of medication.

YMCA MEDICATION FORM

(This form is not necessary for Bug Repellant or Sunscreen)

NOTE: YMCA Program staff cannot administer medication (prescription or over-the-counter) unless this form is completed and signed. (For medical and safety reasons, YMCA team members do not administer insulin shots, Diastat or other medications requiring similar procedures. Our staff will work with parents/guardians, the child and the child's medical providers to explore other reasonable accommodations to permit the child to enjoy our programs to the fullest extent possible.)

Prescription Medications: must be signed by a parent or guardian and physician (the prescription bottle serves as the physician's signature. All prescriptions must be in the original container.

Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor. The YMCA will retain the medication for the duration of the session and return any unused medication at the end of each session.

Over-the-counter Medications: to be signed only by parent or guardian, however physician information is still necessary.

Name of Child: _____ Date: _____

Medicine: _____ Dosage: _____

Method of Administering (i.e., injection, inhaler, etc.) _____

Does Medication require refrigeration? YES NO

Diagnosis: _____ Is Condition Contagious? YES NO

Dates to be administered:
From _____ To _____ Time(s): _____
(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: _____ Phone #: _____

PHYSICIAN'S Signature _____
(for prescribed medications NOT in original prescription bottle)

Physician's Business Address: _____

Physician's Phone: _____ Pharmacy Phone: _____

Prescription #: _____

**Valid for one week at a time for the length of prescription as stated by physician,
e.g.: antibiotic 10 days, unless otherwise stated by physician.
We will not administer any medication without this completed form.**

Name of Child: _____ Date Received: _____					
Medicine received: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
Time to be given: AM					
Staff Sig.					
Time to be given: PM					
Staff Sig.					

YMCA OF THE GREATER TWIN CITIES

CHILD RELEASE WAIVER

The YMCA of the Greater Twin Cities conducts a sign-in and sign-out procedure with all children participating in YMCA programs in order to ensure to the extent reasonably possible that all children have a safe and secure experience. Adults authorized by each parent are expected to sign-out and return children from the YMCA program to their home.

I am requesting that my child be released from the YMCA program without adult supervision and be allowed to travel to his/her destination (whether by walking, biking or other) on his/her own. I understand that the YMCA cannot be responsible for my child's care or safety once he/she leaves the YMCA program site. There are various dangers that exist between the YMCA and my child's destination including among others vehicular traffic, being lost or abducted, environmental hazards and injury from unsupervised activities. I also understand that the YMCA has not investigated or made any evaluation of the circumstances regarding the reasonableness of my plan for my child reaching his/her destination, including among others my child's maturity and the location of his/her destination in relation to the YMCA.

I request that my child be released on his/her own responsibility at the end of the regular program time. I understand the risks and agree to indemnify and hold harmless the YMCA of the Greater Twin Cities from any and all responsibility and liability for my child after his/her departure from the YMCA program.

Child's Name _____

Program Name _____

Session/Dates Attending _____

Time youth should be arriving at the program each day _____

Earliest time youth should leave the program each day _____

YMCA Branch _____

Parent's Name _____ **Phone contact** _____

Parent Signature _____ **Date** _____